

**Appendix D  
to the  
Wisconsin Works (W-2) and Related Programs Contract  
for the period January 1, 2006 through December 31, 2009**

**Spending Caps**

In accordance with Contract section 26.7.7 the following spending limits apply to each two-year funding period of the 2006-09 W-2 Contract:

**Advertising/Promotion Spending Caps**

- W-2 Base Allocations up to \$3M – Maximum of \$3,500 for the combined amount on advertising and promotion
- W-2 Base Allocations greater than \$3M – Maximum of \$15,000 for the combined amount on advertising and promotion

**Advertising Costs:** Advertising costs are not allowable except for notifications related to the administration of the program such as for requests for proposals, recruitment purposes or legal notices.

**Promotional Costs:** Expenditures for promotional activities are limited to activities directed to participant awareness of the W-2 Contract Agency's specific programs, location, notification of Job Fairs and other efforts related to participant access to the services of the W-2 Program. Other promotional activities of the W-2 Contract Agency are not allowable.

**Telecommunication Spending Caps**

- W-2 Base Allocations up to \$3M – Maximum of \$20,000
- W-2 Base Allocations greater than \$3M up to \$8M – Maximum of \$50,000
- W-2 Base Allocations greater than \$8M – Maximum of \$400,000

**Telecommunication:** The W-2 costs for routine monthly telecommunication services, including cell phones, land lines, long distance calls and internet access are included in this cap amount. Also, one-time items such as purchase of telephones or a voicemail system are included in this cap amount.

**Legal Spending Caps**

- W-2 Base Allocations up to \$3M – Maximum of \$5,000
- W-2 Base Allocations greater than \$3M – Maximum of \$50,000

**Legal Services:** The legal spending cap includes W-2 costs for legal services (staff or outsourced). W-2 Contract Agencies may only procure and incur legal costs on a billable hours basis. Costs for a legal retainer agreement in which funds are paid for the availability of a lawyer are not allowed.